

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
250#:						
Schedule #: 1247 68#:BI Centennial Commission						
This group was brought together by the Maine Legislature to help cities and towns celebrate America's bicentennial. This committee serves as a conduit of federal grant money to the cities and towns. Files include: Committee Minutes; Youth Grant Money; travel Expenditures; Grant Correspondence; Final Grant Reports and Related Correspondence.	Paper	3/6/1998	Years 0	Years 0	Archives	Current
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Schedule #: 1279 69#:Commissioners Correspondence Secretary of State						
Correspondence from the Secretary of State	Paper	7/28/1998	Years 2	Years 0	Archives	Current
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Schedule #: 1665 120#:Return of Votes Cast by Town						
These records reflect the number of votes for particular candidates and issues. They are filled out at town level and returned to the Secretary of State. They are used to make the official tabulation books which are then certified as the official permanent record of an election. A typical record will simply list such things as the number of votes cast in a town, in a primary election for governor, representative to congress, state senator, register of deeds, etc.	Paper	8/29/2006	Years 2	0	Destroy	Current
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Schedule #: 1770 104#:Secretary of State Photographs of Activities						
A collection of photographs and negatives related to the Office of Secretary of State and related Bureaus, including Maine State Archives, the Bureau of Motor Vehicles, and the Bureau of Corporations, Elections and Commissions. These photographs document events such as: Employee Recognition Day, Secretary of State internal awards, Archives and Motor Vehicle displays at Legislative Awareness Day, new shelving in archives, Secretary of State school awards, and the new Motor Vehicle building. These photos/negatives help document important aspects of the events, changes and history within the Office of the Secretary of State and subsequent Bureaus and are valuable sources of record to the Department and State Government.	Still Photograph	4/22/2010	Years 3	0	Destroy	Current
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Schedule #: 1770 105#:International Association of Commercial Administrators 25th Anniversary Conference Photos						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
A collection of photographs and negatives from the International Association of Commercial Administrators 25th Anniversary Conference which took place in Ogunquit, Maine in May 2002. IACA is a professional association for government administrators of business organization and secured transaction record systems at the state, provincial, territorial, and national level in any jurisdiction which has or anticipates development of such systems. Employees from the Bureau of Corporations, Elections and Commissions attended this conference. Photos of speakers, attendees, group photos, banquet photos, award photos.	Still Photograph	4/22/2010	Years 3	0	Destroy	Current
250P:Corporations Elections Commissions						
Schedule #: 135 2#:Election Reports						
Copy of Certification by Secretary of State concerning the number of votes for each candidate for a given election. Includes primaries, special elections and regular elections.	Paper	8/29/1975	Years 4	No Retention	0	Destroy Current
Schedule #: 313 4#:Domestic Bus. Charters/Domestic Nonprofit Charters Suspended/Excused						
Domestic corporations may be suspended for not maintaining a clerk, not filing the current annual or biennial report, not paying penalties due. These suspensions may be reinstated upon fulfillment of certain corporate law obligations. A domestic may have itself placed in an "excused" (inactive) state. It may later resume and become reactivated. Charters include articles, any amendments, 60-day notices of possible suspension, suspensions, former reinstatements, certificate of excuse. Previously business corporations were suspended for past due franchise taxes. Franchise taxes were abolished 12/31/74; however, charters must be kept indefinitely in case the corporations wish to become reinstated to dissolve. They cannot be reinstated to do business. Keep in agency until terminated plus 1 year.	Paper	6/15/1992	Years 1	Years 50	Archives	Current
Schedule #: 313 5#:Domestic Bus. Charters/Domestic Nonprofit Charters Dissolved/C/M						
Note: Dissolved/Consolidated/Merged. Domestic corporations may do away with corporate status by filing dissolution papers, merging into another corporation or when two or more corporations come together and form one new corporation or consolidate. Charters include articles, any amendments, previous 60-day notices of possible suspension, previous suspensions, previous reinstatements, prior certificates of excuse and resumption, dissolutions, consolidations, mergers. Keep in agency until terminated plus one year.	Paper	6/15/1992	Years 1	Years 10	Archives	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 313 6#:Foreign Bus. Charters and Foreign Nonprofit Charters-Revocations/S/M Once a foreign corporation has been revoked for failure to file its annual or biennial report or for failure to maintain a registered agent, it cannot be reinstated. A foreign corporation may surrender its authority to do business or authority to carry on activities, therefore, its status would become void in the State of Maine. Once a foreign corporation merges into another corporation, naturally it no longer exists. Charters include the original application, any amendments, 60-day notices of possible revocation, revocations, surrenders, merges. Keep in agency until terminated plus 1 year.	Paper	6/15/1992	Years 1	Years 10	Archives	Current
Schedule #: 313 7#:Annual Reports and Biennial Reports Non-scanned annual reports. Domestic and Foreign corporations are required by corporate law to file an annual report with proper filing fees and penalties each calendar year. The reports list State of incorporation, registered office maintained in Maine, clerk or registered agent, (if foreign) out-of-state address, purposes, current officers and addresses, last annual shareholders meeting, authorized shares of stock, material changes since 12/31 of the previous year, manual signature of authorized officer. Biennial reports contain similar information; however, organizations beginning with the letters A through L file in the even years (1980-1982, etc.) and letters M through Z file in the odd years (1981-1983, etc.) Biennial reports and required to be filed by nonprofit corporations and were filed for the first time in 1980 for year ending 12/31/79 (A-L) and 1981 for year ending 12/31/80 (M-Z).	Paper	3/18/1999	Years 0	Years 15	Destroy	Current
Schedule #: 340 8#:Original Bills of Engrossed Laws Passed by Maine Legislature Original bills passed by the Maine Legislature. Public Laws, Private & Special Laws, Resolves and Resolutions. First and Second Regular Sessions; First, Second and Third Special Sessions. Keep in agency Biennium plus 6 months, or until issuance of MRSA pocket part, whichever is earlier. These are the original signed engrossed laws.	Paper	4/19/1991	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current
Schedule #: 341 9#:Tabulation Books with Official Tabulation of Votes						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Official tabulation of votes for State Senators, Representatives to the Legislature, State and County Officers, President, U.S. Senate, Representative to Congress, Governor, Direct Initiative Questions, Referendum Questions and Constitutional Amendments for the years 1972 thru 1974. Tabulation for Enrolled and Registered Voters for the years 1970 thru 1982.	Paper	2/13/1985	Years 10	No Retention 0	Archives	Current
Schedule #: 668 10#:Extradition Papers						
Certifications of receiving fugitives and sending fugitives to other states.	Paper	3/1/1988	Years 3	Years 5	Destroy	Current
Schedule #: 676 11A#:Commissions, Qualifications and Applications - Qualifications and Applications						
Application/renewal and qualification papers for all officials required to file with the Secretary of State in order to obtain their commissions. These include the governor, constitutional officers, state auditor, members and officers of the Legislature, justices of the Supreme Court, judges of probate, notaries, justices of the peace, etc. The commissions are scheduled separately, in Series 11B. Only the qualifications and applications are covered by Series 11A.	Paper	6/16/2005	Years 7	No Retention 0	Destroy	Current
Schedule #: 676 11B#:Commissions, Qualifications and Applications - Commissions						
Application/renewal and qualification papers for all officials required to file with the Secretary of State in order to obtain their commissions. These include the governor, constitutional officers, state auditor, members and officers of the Legislature, justices of the Supreme Court, judges of probate, notaries, justices of the peace, etc. The qualifications and applications are covered by Series 11A. Series 11B covers only the commissions.	Paper	6/16/2005	Years 7	No Retention 0	Archives	Current
Schedule #: 752 13#:Misc. Election Records						
Misc. information concerning the information requesting ballots including printing orders, proofs, and any related correspondence.	Paper	7/30/1993	Years 2	No Retention 0	Destroy	Current
Schedule #: 752 15#:Governor's Proclamations						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Record copy of any subject or person proclaimed by the Governor to observe or proclaim.	Paper	5/17/1989	Years 2	No Retention 0	Archives	Current
Schedule #: 753 16#:Marks - Expired or Cancelled						
A trademark is the protection of a description or design or a person and/or company. Trademarks become inactive when no longer renewed. Includes: application and Certificate of Registration. Marks remain in the agency until inactive plus 1 year.	Paper	6/15/1992	Years 1	Years 10	Archives	Current
Schedule #: 753 17#:Registration of For/Bus/Nonprofit Corps & For. Reg. of Ltd. Partnership - Expired						
To protect the use of a (foreign) corporation name within the State of Maine. Includes applications and copy of Certificate of Incorporation from state where incorporated. Registration remains in agency until termination of name plus one year.	Paper	6/15/1992	Years 1	Years 10	Destroy	Current
Schedule #: 753 18#:Limited Partnerships						
Qualification statement, attested copy of current certificate of limited partnership (for foreign limited partnerships), and related documents. Documents remain in agency until dissolution of partnership plus one year. No destruction until board reviews those older than 10 years.	Paper	5/17/1989	Years 1	Years 10	Destroy	Current
Schedule #: 754 19#:Administrative Procedures						
Record copies of adopted rules of all State Departments. Keep in agency until updated or made obsolete.	Paper	10/23/1998	Variable - See Description	Years 10	Archives	Current
Schedule #: 754 20#:UCC Liens - Expired or Terminated						
Assignment of goods to a secured party of interest in said goods. Keep in agency until terminated plus 1 year.	Paper	6/15/1992	Years 1	Years 5	Destroy	Current
Schedule #: 754 21#:Nominations by the Governor						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Posting sheet listing nominations by the governor for boards and commissions.	Paper	5/11/1989	Years 4	No Retention	0 Archives	Current
Schedule #: 754 23#:Pardons						
Action taken by Governor of Maine voiding a decision of Maine courts. Includes petition for clemency, information sheet from Governor's Board on Exectutive Clemency, Warrant of Conditional Pardon, related correspondence.	Paper	10/23/1998	Years 3	Years 0	Archives	Current
Action taken by Governor of Maine voiding a decision of Maine courts. Includes petition for clemency, information sheet from Governor's Board on Exectutive Clemency, Warrant of Conditional Pardon, related correspondence.	Audio Tape	9/12/1991	Years 3	Years 7	Destroy	Current
Schedule #: 757 24#:Codification of the Maine Constitution						
The Secretary of State upon request from the public will supply certified copies of codification. The official printed document of all amendments to the Constitution of Maine.	Paper	5/17/1989	Years 10	Years 10	Archives	Current
Schedule #: 757 25#:Original Oaths of Office						
Record copy of the original oath of office for state officials.	Paper	5/17/1989	Years 2	No Retention	0 Archives	Current
Schedule #: 757 26#:Electoral College Material						
The official results of the Maine Electoral College Committee	Paper	5/17/1989	Years 1	No Retention	0 Archives	Current
Schedule #: 757 27#:Record Copy of an Official Commissioned Election						
An offical document on file stating by the Governor and Secretary of State the elected officials of a state, county election within the State of Maine.	Paper	5/17/1989	Years 6	No Retention	0 Archives	Current
Schedule #: 757 28#:Election Tabulations						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The official results of all state, county and federal election results presented to the Governor for his signature.	Paper	5/17/1989	Years 10	No Retention 0	Archives	Current
Schedule #: 757 29A:Peoples Initiated Legislation (Official Copy)						
Official record of certification decision for legislation initiated by the people of Maine to veto legislation by the Legislature or to initiate new legislation. Keep in agency until time for challenges has past.	Paper	3/11/1999	Contingent Upon Event - See Description	No Retention 0	Archives	Current
Schedule #: 757 29B:Peoples Initiated Legislation - Approved (Circulated Copies)						
Circulated copies (petitions) for legislation initiated by the people of Maine to veto legislation by the Legislature or to initiate new legislation. Keep in agency until 6 Months after any appeal process has passed and then destroy.	Paper	3/17/1995	Contingent Upon Event - See Description	0	0 Destroy	Current
Schedule #: 757 30#:Nomination Petitions						
The papers a candidate circulates collecting required signatures of registered voters. Retain in agency until the challenge deadline has passed, or challenge process has been completed.	Paper	4/19/1991	Contingent Upon Event - See Description	0	Years 2 Destroy	Current
Schedule #: 757 31#:Legislative District Maps						
Narrative and maps describing district boundaries.	Paper	5/17/1989	Years	2	No Retention 0	Archives Current
Schedule #: 808 45#:Executive Employee Source of Income						
Disclosure of income by an appointed employee of the State of Maine.	Paper	3/31/1994	Years	1	Years 7	Destroy Current
Schedule #: 809 47#:Transitory Correspondence						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Incoming and outgoing letters about renewals, date stamped envelopes, and filing assistance notices. Keep in agency 6 months. (Note: With this amendment, series is extended to cover all transitory correspondence for Corporations and Uniform Commercial Code.)	Paper	11/16/1995	Retention of Less than 1 Year - See Description	0 No Retention	0 Destroy	Current
Schedule #: 811 48#:Writs for Business/Nonprofit Corporations & Limited Partnerships						
Civil suits against corporations doing business in Maine. Files include: summons, complaint and related correspondence.	Paper	6/5/1992	Years	1 Years	10 Destroy	Current
Schedule #: 811 49#:WRITS: Motor Vehicle						
Civil suits filed against out of state drivers involved in accidents in Maineare first filed through the Secretary of State. Files include: summons, complaint and related correspondence.	Paper	12/19/1989	Years	1 Years	9 Archives	Current
Schedule #: 894 50#:Ballots Cast in Disputed Elections in Maine						
Individual ballots cast in an election in Maine in which the outcome is disputed and must be recounted. Ballots must remain in the Secretary of State's office until recount completed then back to the towns for 22 months.	Paper	1/11/1999	Contingent Upon Event - See Description	0 Years	0 Destroy	Current
Schedule #: 939 51#:Assignment of Wages						
Assignment of wages in Human Services cases (Child Support) to third parties. Retain in agency for 2 months.	Paper	3/11/1999	Retention of Less than 1 Year - See Description	0 Years	0 Destroy	Current
Schedule #: 977 52#:LAN Backup Tape Cartridges: Monthly						
A snapshot of the CEC database to be rotated on a monthly basis.	Magnetic Tape	2/26/1992	Destroy When Updated	0 Destroy When Updated	0 Destroy	Current
Schedule #: 977 53#:LAN Backup Tape Cartridges: Weekly						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
A snapshot of the CEC database to be rotated on a weekly basis.	Magnetic Tape	2/26/1992	Destroy When Updated	0	Destroy When Updated	Current
Schedule #: 977 54#:Program Backup Diskettes						
New computer program software which is to be installed on the database and then stored at the records center until updated or relaced.	DC	2/26/1992	Retention of Less than 1 Year - See Description	0	Destroy When Updated	Current
Schedule #: 990 55#:Reservations of Names for Business/Nonprofit Corp. & Limited Partnerships						
Operating names for businesses; records constitute proof of application. Retain in agency until inactive plus one year.	Paper	6/10/1992	Retain Until Inactive	0	No Retention	Current
Schedule #: 993 56#:UCC Certified Searches						
Copies of seach requests from the public for UCC (Uniform Commercial Code) information. Keep in agency 6 months.	Paper	11/16/1995	Retention of Less than 1 Year - See Description	0	No Retention	Current
Schedule #: 1028 57#:Annual Reports of Boards and Commissions						
A one page, 2 sided report on boards and commissions required by law to be filed with the Secretary of State. Each board lists membership, per diem, expenses, attendance, and meetings. Penalties for not filing include possible funding cut-off and mandatory listing in repeal legislation.	Paper	3/19/1993	Years	3	Years 7	Destroy Current
Schedule #: 1049 58#:Reapportionment Records						
Papers, including original orders from the Supreme Judicial Court, relating to the decennial census-driven reapportionment of Maine House, Senate, and Congressional districts.	Paper	7/29/1993	Years	10	No Retention	0 Archives Current
Schedule #: 1049 59#:Certificate of Entitlement						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
After every decennial U.S. Census, the Clerk of the U.S. House of Representatives sends a certificate of Entitlement to each state, showing how many Representatives to Congress the State is entitled to. Being sent are the 1971, 1981 at this time the 1991 Entitlement is at the Governors office at this time and cannot be found. Send to Archives upon receipt.	Paper	7/29/1993 Years	0	No Retention	0 Archives	Current
<hr/>						
Schedule #: 1049 60#:Special Local Elections Held by or Recorded by the Secretary of State						
Past statute has called for the Secretary of State to hold local elections for special purposes, such as local option liquor sales. Other statutes ask that local election results be recorded with the Secretary, for example for unorganized places voting to organize.	Paper	7/29/1993 Years	1	No Retention	0 Archives	Current
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Schedule #: 1049 61#:Filings Required by Statute (a/k/a Miscellaneous Filings)						
In various sections throughout State Statute, requirements exist to file certain papers with the Secretary of State. Generally no retention guidelines are given; one presumes that the Legislature intended most or all of these to be kept in perpetuity. The specific statute may come and go. For years, the reception area of CEC has kept a card filing system indexing these records. Years prior to 1950 (indexed volumes 1-7) apparently were sent to Archives directly in the past, with no corresponding schedule/series currently in force. As records schedules developed, some of the faster growing filings were separately subjected to retention schedules. Files contains, but are not limited to: Treasury reports of several kinds, some earlier proclamations, municipal reciprocal agreements, interstate compacts, court appointment, official agreements and appointments, certification of votes on private & special laws.	Paper	3/10/1998 Years	1	Years	0 Archives	Current
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Schedule #: 1051 62#:Corporate Monthly Listings						
Statistical and informational summaries of monthly activity in the Corporations Division. Includes charter numbers, dates filed, legal names, clerks and addresses, as well as a monthly statistical sheet showing new businesses, new non-profits, qualified foreign corporations, qualified foreign non-profit corporations, new marks, resumed, excused, mergers, consolidations, dissolutions, surrenders, clerk/agent change, changed names.	Paper	3/11/1999 Years	1	Years	0 Destroy	Current
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Schedule #: 1257 44:Financial Orders						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Orders approved by the Governor relating to intradepartmental transfers, requests for expenditures not authorized by other means, etc. Orders pertaining to short term obligations (including so-called "Budget Orders," for the purpose of bringing funds out of allotment reserve) may be destroyed after 2 years and audit. Orders pertaining to long term obligations (contracts, leases, etc.) destroy after final action and audit. Supporting documents shall have the same retention periods as the orders/obligations to which they relate.	Paper	3/11/1991	Years 0	Years 0	Archives	Current
Schedule #: 1319 68#:Cash Journals						
Daily listing of cash received showing date,name of individual or corporation sending money and amount.	Paper	8/17/1999	Years 2	Years 5	Destroy	Current
Schedule #: 1373 100:Paid Invoices (Corporations, Elections & Commissions)						
These are paid invoices that were billed by Corporations, Elections & Commissions for various services provided; for example, copies of Uniform Commercial Code forms, Certificates of Good Standing, copies of corporate forms, and accompanying related correspondence. Keep paper in agency until scanned and verified.	Paper	12/4/2000	Variable - See Description	0	Years 0	Destroy Current
These are paid invoices that were billed by Corporations, Elections & Commissions for various services provided; for example, copies of Uniform Commercial Code forms, Certificates of Good Standing, copies of corporate forms, and accompanying related correspondence.	Hard Disk	12/4/2000	Years 7	Years 0	Destroy	Current
These are paid invoices that were billed by Corporations, Elections & Commissions for various services provided; for example, copies of Uniform Commercial Code forms, Certificates of Good Standing, copies of corporate forms, and accompanying related correspondence.	CD	12/4/2000	Years 0	Years 7	Destroy	Current
Schedule #: 1429 69:Daily Ledgers of Automated Information Systems Transactions						
These ledgers are the transactions that make up the agencies daily deposit of revenues received. This is the only copy of these financial transactions and must be maintained for seven years.	Paper	3/12/2002	Years 0	Years 7	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These ledgers are the transactions that make up the agencies daily deposit of revenues received. This is the only copy of these financial transactions and must be maintained for seven years.	Hard Disk	3/12/2002	Years 7	Years 0	Destroy	Current
<hr/>						
Schedule #: 1500 71#:Domestic Bus. Charters/Domestic Nonprofit Charters Suspended/Excused F						
THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE BEEN SCANNED TO OPTICAL DISK. Domestic corporations may be suspended for not maintaining a clerk, not filing the current annual or biennial report, not paying penalties due. These suspensions may be reinstated upon fulfillment of certain corporate law obligations. A domestic may have itself placed in an "excused" (inactive) state. It may later resume and become reactivated. Charters include articles, any amendments, 60-day notices of possible suspension, suspensions, former reinstatements, certificate of excuse. Previously business corporations were suspended for past due franchise taxes. Franchise taxes were abolished 12/31/74; however, charters must be kept indefinitely in case the corporations wish to become reinstated to dissolve. They cannot be reinstated to do business.	Paper	9/9/1993	Years 0	Years 50	Archives	Current
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Schedule #: 1500 72#:Foreign Business Charters and Foreign Nonprofit Charters						
THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE BEEN SCANNED TO OPTICAL DISK. Once a foreign corporation has been revoked for failure to file its annual or biennial report or for failure to maintain a registered agent, it cannot be reinstated. A foreign corporation may surrender its authority to do business or authority to carry on activities, therefore, its status would become void in the State of Maine. Once a foreign corporation merges into another corporation, naturally it no longer exists. Charters include the original application, any amendments, 60-day notices of possible revocation, revocations, surrenders, merges.	Paper	3/11/1999	Years 0	Years 5	Destroy	Current
<hr/>						
Once a foreign corporation has been revoked for failure to file its annual or biennial report or for failure to maintain a registered agent, it cannot be reinstated. A foreign corporation may surrender its authority to do business or authority to carry on activities, therefore, its status would become void in the State of Maine. Once a foreign corporation merges into another corporation, naturally it no longer exists. Charters include the original application, any amendments, 60-day notices of possible revocation, revocations, surrenders, merges.	DC	3/11/1999	Years 10	Years 0	Destroy	Current
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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE NOT BEEN SCANNED TO OPTICAL DISK. Once a foreign corporation has been revoked for failure to file its annual or biennial report or for failure to maintain a registered agent, it cannot be reinstated. A foreign corporation may surrender its authority to do business or authority to carry on activities, therefore, its status would become void in the State of Maine. Once a foreign corporation merges into another corporation, naturally it no longer exists. Charters include the original application, any amendments, 60-day notices of possible revocation, revocations, surrenders, merges.	Paper	3/11/1999	Years 0	Years 10	Destroy	Current
<hr/>						
Schedule #: 1500 73#:Annual Reports for Bus./Non Profit Corps & Ltd. Partnerships, Limited Liability Companies & Limited						
THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE BEEN SCANNED TO OPTICAL DISK. Domestic and Foreign corporations are required by corporate law to file an annual report with proper filing fees and penalties each calendar year. The reports list State of incorporation, registered office maintained in Maine, clerk or registered agent, (if foreign) out-of-state address, purposes, current officers and addresses, last annual shareholders meeting, authorized shares of stock, material changes since 12/31 of the previous year, manual signature of authorized officer. Biennial reports contain similar information; however, organizations beginning with the letters A through L file in the even years (1980-1982, etc.) and letters M through Z file in the odd years (1981-1983, etc.) Biennial reports and required to be filed by nonprofit corporations and were filed for the first time r ending 12/31/79 (A-L) and 1981 for year ending 12/31/80 (M-Z). Keep in agency until documents are scanned.	Paper	3/11/1999	Years 0	Years 5	Destroy	Current
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THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE BEEN SCANNED TO OPTICAL DISK. (Back-up disc's)Domestic and Foreign corporations are required by corporate law to file an annual report with proper filing fees and penalties each calendar year. The reports list State of incorporation, registered office maintained in Maine, clerk or registered agent, (if foreign) out-of-state address, purposes, current officers and addresses, last annual shareholders meeting, authorized shares of stock, material changes since 12/31 of the previous year, manual signature of authorized officer. Biennial reports contain similar information; however, organizations beginning with the letters A through L file in the even years (1980-1982, etc.) and letters M through Z file in the odd years (1981-1983, etc.) Biennial reports and required to be filed by nonprofit corporations and were filed for the first time r ending 12/31/79 (A-L) and 1981 for year ending 12/31/80 (M-Z). Keep in agency until documents are scanned.	Digital File	3/11/1999	Years 0	Years 15	Destroy	Current
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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
(Back up disc cartridge) Domestic and Foreign corporations are required by corporate law to file an annual report with proper filing fees and penalties each calendar year. The reports list State of incorporation, registered office maintained in Maine, clerk or registered agent, (if foreign) out-of-state address, purposes, current officers and addresses, last annual shareholders meeting, authorized shares of stock, material changes since 12/31 of the previous year, manual signature of authorized officer. Biennial reports contain similar information; however, organizations beginning with the letters A through L file in the even years (1980-1982, etc.) and letters M through Z file in the odd years (1981-1983, etc.) Biennial reports and required to be filed by nonprofit corporations and were filed for the first time r ending 12/31/79 (A-L) and 1981 for year ending 12/31/80 (M-Z). Keep in Agency until scanned.	DC	3/11/1999	Years 0	Years 15	Destroy	Current
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Schedule #: 1501 74#:Reservations of Names for Bus/Nonprofit Corp & Ltd. Partnerships Act/Expired						
THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE BEEN SCANNED TO OPTICAL DISK. Operating names for businesses:records constitute proof of application.	Paper	9/9/1993	Years 0	Years 2	Destroy	Current
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Schedule #: 1502 75#:UCC Liens - Active/Expired or Terminated						
Back up copy.	DC	3/11/1999	Years 0	Years 10	Destroy	Current
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	DC	3/11/1999	Years 10	Years 0	Destroy	Current
<hr/>						
Assignment of goods to a secured party of interest in said good. Keep in Agency one year after closure.	Digital File	3/11/1999	Contingent Upon Event - See Description	0	Destroy	Current
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Assignment of goods to a secured party of interest in said good. Keep in Agency until scanned.	Paper	3/11/1999	Contingent Upon Event - See Description	0	Destroy	Current

Schedule #: 1503 76#:Marks - Active/Expired or Cancelled

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
THIS SCHEDULE APPLIES ONLY TO DOCUMENTS SCANNED TO OPTICAL DISK. A trademark is the protection of a description or design or a person and/or company. Trademarks become inactive when no longer renewed. Includes: application and Certificate of Registration.	Paper	9/9/1993	Years	0	Years	50	Destroy	Current
Schedule #: 1503 77#:Registration of For/Bus/Nonprofit Corp and Foreign Registration of Ltd. Partnerships - Act/Expired								
THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE BEEN SCANNED TO OPTICAL DISK. To protect the uyse of a (foreign) corporation name within the State of Maine. Includes application and copy of Certificate of Incorporation from state where incorporated.	Paper	9/9/1993	Years	0	Years	50	Destroy	Current
250A:Motor Vehicle								
Schedule #: 128 1#:Driver Records								
Records of exam applications,convictions, accident reports, affidavits, judgments, notice of suspension, hearing notices, complaints on driving habits, complaints on medical and physical conditions, complaints on drinking, investigation reports by State and local police and Motor Vehicle Investigators, medical records, notice of restoration, certification to the courts of records and suspension and miscellaneous correspondence. Destroy 6 months after microfilming.	Paper	5/31/1988	Destroy After Conversion to Another Medium	0	No Retention	0	Destroy	Current
Original film, retain 10 years in agency and destroy; security copy, retain 10 years in Records Center and destroy.	Roll Microfilm	5/31/1988	Years	0	Years	10	Destroy	Current
No microfiche will be generated after 1/1/89.	Microfiche	5/31/1988	Years	6	No Retention	0	Destroy	Current
Schedule #: 138 10#:Commercial School Listing								
Names of individuals who have completed commercial driver education.	Paper	9/29/1975	Years	3	No Retention	0	Destroy	Current
Schedule #: 138 11#:Inventory Records								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Details amount of validating stickers and registration plates on hand at the Branch Offices.	Paper	9/29/1975	Years 2	No Retention 0	Destroy	Current
Schedule #: 138 12#:Cash Register Tapes and Analysis Card						
Daily tapes received from Branch Office. Validated monthly on analysis card.	Paper	9/29/1975	Years 5	No Retention 0	Destroy	Current
Schedule #: 138 2#:Vehicle Operator Application						
Applications for operator's licenses for motor vehicles located in office. Destroy paper after filming; retain film 4 years.	Paper	9/29/1975	Destroy After Conversion to Another Medium	No Retention 0	Destroy	Current
Applications for operator's licenses for motor vehicles located in office. Destroy paper after filming; retain film 4 years.	Roll Microfilm	9/29/1975	Years 4	No Retention 0	Destroy	Current
Schedule #: 138 3#:Registration Application						
Application to register motor vehicle. Destroy paper after filming.	Paper	9/29/1975	Destroy After Conversion to Another Medium	No Retention 0	Destroy	Current
Application to register motor vehicle.	Roll Microfilm	4/28/2015	Years 25	No Retention 0	Destroy	Current
Application to register motor vehicle.	Digital File	4/28/2015	Years 25	No Retention 0	Destroy	Current
Schedule #: 138 4#:Master Schedule Sheet						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Daily listing of examinees and result of examination.	Paper	9/29/1975	Years 2	No Retention 0	Destroy	Current
Schedule #: 138 5#:Law Test Disqualification						
Written test taken by applicant for operator license and disqualified for wrong answers.	Paper	9/29/1975	Years 1	No Retention 0	Destroy	Current
Schedule #: 138 6#:Application for Instruction Permit and Driver Examination						
Application made out by individual for permit or examination.	Paper	9/29/1975	Years 2	No Retention 0	Destroy	Current
Schedule #: 138 7#:Transitory Correspondence						
Incoming requests for information dealing with operator licenses; registrations; examinations; titles and other related matters. Outgoing correspondence answering requests. Includes requests for printed material.	Paper	9/29/1975	Years 2	No Retention 0	Destroy	Current
Schedule #: 138 8#:Dealer Application for Replacement Plates & Notice of Lost Dealer Plates						
Applications for dealer plates by retail vehicle sellers. Includes notice of lost dealer plates.	Paper	3/3/2016	Years 1	No Retention 0	Destroy	Current
Applications for dealer plates by retail vehicle sellers. Includes notice of lost dealer plates. Purge digital records annually.	Digital File	3/3/2016	Contingent Upon Event - See Description 0	No Retention 0	Destroy	Current
Schedule #: 138 9#:Dealer Questionnaire						
Questionnaire filled out by dealers relating to the facilities of the dealership. Retain until update or termination of dealership.	Paper	9/29/1975	Destroy When Updated 0	No Retention 0	Destroy	Current
Schedule #: 150 13#:Registration Fees & Affidavits						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Receipts for Requests for Duplicate Motor Vehicle Registration Certificates, MV11; Increase of Gross Weight, MV13; Information Furnished, MV53; Loss Plates and Requests for New Plates, MV9; Request for Replacement of Validation Stickers, MV14; Reserved Number Plates, MV62; Short Term Gross Weight Permits (unnumbered); Affidavits or Statements relating to Registration of Antique Motor Vehicles, MV65; Certificate of Inspection of an Assigned Number (MV43; Statement of Wrong Engine or Serial Number, MV14; Returned Plate Card, unnumbered; Statement of Plates Never Used or Received, MV34. Microfilm and destroy paper; retain film 4 years, or until after quadrennial audit.	Roll Microfilm	12/1/1975	Years 4	No Retention 0	Destroy	Current
Receipts for Requests for Duplicate Motor Vehicle Registration Certificates, MV11; Increase of Gross Weight, MV13; Information Furnished, MV53; Loss Plates and Requests for New Plates, MV9; Request for Replacement of Validation Stickers, MV14; Reserved Number Plates, MV62; Short Term Gross Weight Permits (unnumbered); Affidavits or Statements relating to Registration of Antique Motor Vehicles, MV65; Certificate of Inspection of an Assigned Number (MV43; Statement of Wrong Engine or Serial Number, MV14; Returned Plate Card, unnumbered; Statement of Plates Never Used or Received, MV34. Microfilm and destroy paper; retain film 4 years.	Paper	12/1/1975	Destroy After Conversion to Another Medium	No Retention 0	Destroy	Current
Schedule #: 270 14#:Title Information File						
Applications for title, correspondence pertaining to the application, supporting documents (manufacturers statements of origin on new vehicles and surrendered titles for used vehicles).	Digital File	3/24/2015	Years 25	No Retention 0	Destroy	Current
Applications for title, correspondence pertaining to the application, supporting documents (manufacturers statements of origin on new vehicles and surrendered titles for used vehicles). Destroy after conversion to another medium.	Paper	3/24/2015	Destroy After Conversion to Another Medium	No Retention 0	Destroy	Current
Applications for title, correspondence pertaining to the application, supporting documents (manufacturers statements of origin on new vehicles and surrendered titles for used vehicles).	Roll Microfilm	3/24/2015	Years 10	Years 15	Destroy	Current
Schedule #: 278 15#:Driver Records Confidential Medical Material						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Original copy on file at Human Services--held from 6 to 10 years dependent on the case. MVD uses the information to return the operator license to the individual and has no further use after. Destroy 90 days after issuance of operators license.	Paper	8/7/1979	Retention of Less than 1 Year - See Description	0	No Retention	0	Destroy	Current
Schedule #: 868 16#:Vehicle Dealer Records								
Anyone who sells vehicles such as trailers, cars, cars buses, trucks must have a license. Questionnaire, zoning forms, renewal forms and related correspondence are placed in our dealer files. Keep in agency until dealer goes out of business plus 5 years.	Paper	3/3/2016	Years	5	No Retention	0	Destroy	Current
Description - same as paper format	Digital File	3/3/2016	Years	5	No Retention	0	Destroy	Current
Schedule #: 1192 19A:Unix System Tapes, Motor Vehicle Disaster Recovery Plan - On Site Copies								
These tapes are to be stored as part of the Department's disaster recovery plan and the computer operating software requisite to its functioning. This will be rotated on a weekly basis. The requested storage for the disketts is done so in the context of "last resort," i.e., all other copies for whatever reason are not available. The database contains information such as: motor vehcile registrations; driver licenses; violations; plus the structure necessary to retrieve this information for a particular driver or a particular vehicle. Also includes reel and frame number required to locate the actual document on microfilm. Retain until updated.	Magnetic Tape	2/7/1996	Destroy When Updated	0	No Retention	0	Destroy	Current
Schedule #: 1192 19B:Unix System Tapes, Motor Vehicle Disaster Recovery Plan - Backup Copies								
These tapes are to be stored as part of the Department's disaster recovery plan and the computer operating software requisite to its functioning. This will be rotated on a weekly basis. The requested storate for the disketts is done so in the context of "last resort," i.e., all other copies for whatever reason are not available. The database contains information such as: driver licenses; motor vehicle registrations; violations; plus the structure necessary to retrieve this information for a particular driver or a particular vehicle. Also includes reel and frame number required to locate the actual document on microfilm. Retain in Center until updated.	Magnetic Tape	2/7/1996	Years	0	Destroy When Updated	0	Destroy	Current
Schedule #: 1195 20#:Motor Carrier Dockets								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
For hire motor carrier for transporting passengers or property. Basic information of company name, address, etc., and local agent information. Financial information, what they pay us and what they pay other states; we collect for other states and they for us. Files include: application, financial information, registration receipt, ICC permit and related correspondence.	Paper	8/10/1999	Years 3	No Retention 0	Destroy	Current
Schedule #: 1195 20A:Motor Carrier Dockets - Backup Microfilm						
For hire motor carrier for transporting passengers or property. Basic information of company name, address, etc., and local agent information. Financial information, what they pay us and what they pay other states; we collect for other states and they for us. Files include: application, financial information, registration receipt, ICC permit and related correspondence.	Roll Microfilm	8/5/1996	Years 7	No Retention 0	Destroy	Current
Schedule #: 1195 20B:Motor Carrier Dockets - Backup Microfilm						
For hire motor carrier for transporting passengers or property. Basic information of company name, address, etc., and local agent information. Financial information, what they pay us and what they pay other states; we collect for other states and they for us. Files include: application, financial information, registration receipt, ICC permit and related correspondence.	Roll Microfilm	8/5/1996	Years 0	Years 7	Destroy	Current
Schedule #: 1195 21#:Insurance Filings						
These files show proof of insurance or financial responsibility of all commercial vehicles for hire: file contains copy of insurance certificate. Destroy paper after microfilming and verifying.	Paper	2/13/1996	Retention of Less than 1 Year - See Description	0	No Retention 0	Destroy Current
Schedule #: 1195 21A:Insurance Filings (Microfilm)						
These files show proof of insurance or financial responsibility of all commercial vehicles for hire: file contains copy of insurance certificate.	Roll Microfilm	2/13/1996	Years 7	No Retention 0	Destroy	Current
Schedule #: 1195 21B:Insurance Filings (Backup Microfilm)						
These files show proof of insurance or financial responsibility of all commercial vehicles for hire: file contains copy of insurance certificate.	Roll Microfilm	2/13/1996	Years 0	Years 7	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1323 23:Trailer Transit License (Application/Renewal)						
This is an application form/renewal form for a trailer transit license. The form is retained in a carrier file that a copy of the license/registration attached. The information contained on the application/renewal is: name of company, address, other locations, FID#, telephone number, plate number(s) assigned, individual or corporation, signature of registrant and validation of fees paid.	Paper	8/13/1999 Years	5 Years	0 Years	Destroy	Current
This is an application form/renewal form for a trailer transit license. The form is retained in a carrier file that a copy of the license/registration attached. The information contained on the application/renewal is: name of company, address, other locations, FID#, telephone number, plate number(s) assigned, individual or corporation, signature of registrant and validation of fees paid.	Roll Microfilm	8/13/1999 Years	5 Years	0 Years	Destroy	Current
This is an application form/renewal form for a trailer transit license. The form is retained in a carrier file that a copy of the license/registration attached. The information contained on the application/renewal is: name of company, address, other locations, FID#, telephone number, plate number(s) assigned, individual or corporation, signature of registrant and validation of fees paid. (Back-up microfilm)	Roll Microfilm	8/13/1999 Years	5 Years	0 Years	Destroy	Current
Schedule #: 1335 24:Drive Education and Evaluation Program (DEEP) Completion Notices						
This notice is used to data enter DEEP status onto Driver License History files on BMV mainframe. The original of this record is stored by the Office of Substance Abuse for 7 years.	Paper	2/14/2000 Years	4 Years	4 Years	Destroy	Current
Schedule #: 1336 25A:Investigation Cases (Non-Felonies)						
This series is maintained because we are a law enforcement agency. We need to reference the files for the complainant, other law enforcement agencies and the judicial system. These cases are broken into 3 categories: Dealers, individuals and License/ID cases. Dealer cases are just Dealer cases; License/ID are just that and Individual Cases cover all other cases that are not one of the aforementioned. Investigations involve any type of motor vehicle violation of the Motor Vehicle Law Title 29A and/or Title 10. A few examples: Dealer plate misused, unlicensed license plate, title fraud, vin number change, false disclosure information, mileage change, etc.	Paper	2/16/2000 Years	5 Years	0 Years	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1336 25B:Investigation Cases (Felonies) This series is maintained because we are a law enforcement agency. We need to reference the files for the complainant, other law enforcement agencies and the judicial system. These cases are broken into 3 categories: Dealers, individuals and License/ID cases. Dealer cases are just Dealer cases; License/ID are just that and Individual Cases cover all other cases that are not one of the aforementioned. Investigations involve any type of motor vehicle violation of the Motor Vehicle Law Title 29A and/or Title 10. A few examples: Dealer plate misused, unlicensed license plate, title fraud, vin number change, false disclosure information, mileage change, etc.	Paper	2/16/2000	Years 5	Years 15	Destroy	Current
Schedule #: 1585 26#:Bureau of Motor Vehicles Data Backup Tapes Backup tapes for the Bureau of Motor Vehicles information system.	Magnetic Tape	5/13/2003	Destroy When Updated	0	Destroy When Updated	0 Destroy Current
Schedule #: 1760 30#:Trailer License Plate Transmittal form The BMV Stockroom stores this form as reference to verify where the plates were shipped in the event of an error. This form supports the LTT trailer plate issuance program, it is a record of where specific plates are shipped. All plate series issued are stored electronically by the registration system as well. This form is the Stockroom's copy of the release of trailer plates to agents and aids in destination verification in the event of an error or for enforcement needs. The form is used to pick the plates, package and ship and or prepare for agent pick up. The file is made of this form only. The form has the agents name and the trailer plate series designated for the agent	Paper	4/30/2010	Years 1	0	Destroy	Current
Schedule #: 1880 31#:CDL Medical Self-Certification Form MVE-64C Rev. 1/12 We are required by the Federal Government to keep these medical requirements forms for Commercial Driver's License. We are keeping them for a minimum of 3 years.	Digital File	6/18/2012	Years 3	No Retention	0	Destroy Current
Schedule #: 1988 32#:Over Limit Permits						

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Description			Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Over limit permits are required when a company and/or individual must move a load when the entire vehicle and load configuration exceeds the legal limit(s) established in statute. A copy of the completed permit must be carrier in the power unit during the described move. Law enforcement verifies compliance during roadside inspections. Permit forms contain the following information: carrier or individual legal name, address, phone number, fax number, USDOT Number, vehicle information, load information, configuration size and weight, origin, destination, routes, permit number, permit fee, effective and expiration dates, escort requirements, and any other special provisions as necessary.			Paper	3/1/2016	Destroy After Conversion to Another Medium	0	No Retention	0	Destroy	Current
Description - same as paper			Roll Microfilm	3/1/2016	Years	5	No Retention	0	Destroy	Current
Description - same as paper			Digital File	3/1/2016	Years	5	No Retention	0	Destroy	Current
Schedule #:	1990	33#:72 Hour Trip Permit (File)								
The agency keeps these records to support the International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA). The records are used to log trips and the files contain the permit application filled out by the customer and copy of their current registration as well as a copy of the 72 Hour Trip permit. Information that would be found in this file would be the carrier name, Make, Model and year of the vehicle. Vehicle Identification number. Carrier's address and contact information. Effective/Expiration date of the permit. US DOT number.			Paper	3/15/2016	Years	3	No Retention	0	Destroy	Current
Schedule #:	1992	35#:Dealer Security Bonds								
This information is collected from individuals that are applying to/operating car dealerships in the State of Maine. This is driven by policy as well as Title 29A section 901. This material is replaced annually until close of business. After close of business the bond remaining would be retained for 5 years.			Paper	3/3/2016	Contingent Upon Event - See Description		No Retention		Destroy	Current
Description - same as paper.			Digital File	3/3/2016	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 2004 36:HVUT, Heavy Vehicle Use Tax Trucks with an r. v.w. of 55,000 lbs. or more require evidence of Heavy Vehicle Use Tax (HVUT). Title 29 subsection 504 Federal heavy vehicle use tax; proof of payment required. Except as provided by 26 Code of Federal Regulations, Section 41.6001-2(b)(3), a registration certificate may not be issued for a motor vehicle subject to the use tax imposed by the Internal Revenue Code of 1986, 26 United States Code, Section 4481 , until the applicant has presented proof of payment as prescribed by the Secretary of the United States Treasury. The Secretary of State shall keep records and may issue evidence to comply with 26 Code of Federal Regulations, Part 41 , revised as of May 23, 1985, and the Internal Revenue Code of 1986, 26 United States Code, Sections 4481, 4482 and 4483. Pursuant to rule, the Secretary of State may certify that a vehicle qualifies for exemptions under 26 Code of Federal Regulations, Section 41.4483-3(g) or Section 41.4483-6(b), revised as of May 23, 1985.	Digital File	6/2/2016	Years 7	No Retention 0	Destroy	Current
	Roll Microfilm	6/13/2016	Years 7	No Retention 0	Destroy	Current
	Paper	6/13/2016	Destroy After Conversion to Another Medium	No Retention 0	Destroy	Current
250C:Planning						
Schedule #: 1209 1A:Motor Vehicle Reciprocity Agreements In 1945 there was a major change in reciprocity laws of the State. Correspondence dating from 1940 to 1980 on reciprocity between the states is being accessioned into the Archives; reciprocity correspondence is still ongoing with new agreements evolving. Reciprocity between states is an agreement motor carriers registered in one state may drive in another state without registering in that state. Starting with 1981's correspondence, these records may be destroyed whenever a new agreement is reached.	Paper	7/26/1996	Destroy When Updated	No Retention 0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1209 1B:Motor Vehicle Reciprocity Agreements						
In 1945 there was a major change in reciprocity laws of the State. This correspondence dates from 1940 to 1980 on reciprocity between the states. Reciprocity correspondence is still ongoing with new agreements evolving. Reciprocity between states is an agreement motor carriers registered in one state may drive in another state without registering in that state. After 1980 reciprocity between Maine and all other States had been established. Although new agreements are still occurring and being updated we do not believe this correspondence to be archival.	Paper	7/26/1996 Years	0	No Retention	0 Archives	Current
<hr/>						
Schedule #: 1224 2#:International Registration Plan (IRP) Trucker Registration						
This series includes all vehicle and carrier information for registrations for all states and the 3 Canadian Provinces participating in the IRP Program. File information includes miles traveled in each state (from cab cards and schedule B), registration fees calculated for Maine and all other states registrant and vehicle use taxes to the federal government. Records are used by the IRP staff for registration renewal information, adding or deleting vehicles, adding or deleting states from the program, and transferring vehicles.	Paper	4/15/1997 Years	5	No Retention	0 Destroy	Current
<hr/>						
255#:Maine State Archives						
Schedule #: 305 5#:Reports, Monthly/Weekly						
Monthly Narrative Reports and Weekly Time & Production Reports (monthly statistics reported are kept permanently in Monthly Statistics Register.)	DC	2/18/1981 Years	1	No Retention	0 Destroy	Current
<hr/>						
Schedule #: 337 24#:Record of Incoming Telephone Calls						
A reference copy of all incoming phone messages. Retain in agency 6 months, then destroy.	Paper	12/20/2013 Less Than One Year	0	No Retention	0 Destroy	Current
<hr/>						
Schedule #: 613 34#:Request for Leave						
Request for use of leave credits by employee.	Digital File	12/20/2013 Years	1	No Retention	0 Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 709 37#:State Archivist's Correspondence/Administrative Files Correspondence documenting such activities as: major plant alterations; development of background to policy decisions; discussions of legal issues specific to the agency; staff and organization structure decision-making; crisis management. [Most files are now in digital format; however some might still be in paper; so mixed media.]	Mixed	1/26/2016	Years 6	No Retention 0	Archives	Current
Schedule #: 709 40#: MSA Publications The State Archives is authorized by Title V, Chapter 6 to publish and sell to the public archival material, reports, etc. On copy of each revision (excluding "revisions" which are confined to minor corrections of the text) is to be retained by the agency.	Paper	12/16/1988	Years	No Retention 0	Archives	Current
Description: same as paper; original digital publications are archival; if they are a copy of an original print publication, copies can be destroyed once updated.	Digital File	12/16/1988	No Retention	0	See Description	Current
Schedule #: 1655 100:Maine Historical Records Advisory Board Overall Projects Management These records summarize projects undertaken by the Maine Historical Records Advisory Board, a Board charged with supporting the preservation of, and access to, Maine's historical records. They are used by the Board to manage the projects and to help plan future projects such as the Board Staffing Grants, Statewide Records Surveys, and Regrants. These records document the activities of the Maine Historical Records Advisory Board, as well as the preservation techniques and standards of importance considered appropriate for preserving those materials. Board project proposals and authorization, if any, from funding agency. Policy documents describing project operation (purpose, application requirements, expected outcomes) Correspondence and memos documenting any unusual events Selected examples of typical products. Reports required by the Board or other funding sources, including any project summaries, statistical analyses, outside evaluations.	Paper	9/12/2006	Years 5	0	Archives	Current
Schedule #: 1655 102:Maine Historical Records Advisory Board Regrant Intermediate Planning Documents						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These records provide background information on historical records collections in Maine. They are used by staff to provide background information in setting priorities and in planning projects for the Board. The consultant reports, final reports, and rejected/withdrawn applications are also used to provide guidance to individual records repositories. Consultant reports for historical records repositories. Final reports from grantees Rejected/withdrawn applications RegrantAll Table (located in Grants database at Common\MHRAB\grants.mdb), showing applicants, project titles, grant awards, details of tracking grants	Mixed	1/26/2016 Years	6	No Retention	0 Destroy	Current

Schedule #: 1655 103:Maine Historical Records Advisory Board Regrant Program Routine Admin. Doc. (Completed Application)

These records are used in managing the applications for specific deadlines of the Regrant Program, a grant program for non-profit historical records repositories and local and county government. They include the detailed information pertinent only to the projects as they are taking place. They are used by the Regrant Program administrator to administrate the details of the Regnant Program. Completed Applications Correspondence related to funded grant projects Printed summary of written Board review comments and numerical ratings prior to Board review meeting; original Board review forms not included in summary	Paper	5/11/2012 Years	3	0	Destroy	Current
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Schedule #: 1762 106#:Maine State Library Digitized Maps

Digitized map collection from the holdings of the Maine State Library. These are invaluable Maine related historical maps which include information on the history and geography of Maine of archival interest to historians and citizens of Maine.	Digital File	5/4/2010	0	0	Archives	Current
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Schedule #: 1989 69#:Maine State Archives Training Materials

Materials created for the purpose of trainings, tours and conferences. [Materials kept in electronic and paper format. Media format mixed.]	Mixed	1/26/2016 Years	3	No Retention	0 Destroy	Current
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Schedule #: 1993 70#:Maine State Archives General Policy/Procedure Manuals

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Internal policies and procedures covering routine, day-to-day operations of the Maine State Archives. Includes Disaster Preparedness and Recovery Plans. Retain until superseded then destroy.	Mixed	4/4/2016	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
<hr/>								
Schedule #: 1999 71#:Odiorne Grants - Applications Denied								
These records are used in managing the applications for the Odiorne Grants. The grants were established from a bequest from the late Elizabeth D. Odiorne of Brunswick. Applications are submitted to the Maine State Archives for review and approval. Denied applications are kept on file for 6 months.	Paper	4/4/2016	Months	6	No Retention	0	Destroy	Current
<hr/>								
Schedule #: 1999 72#:Odiorne Grants - Applications Approved								
These records are used in managing the applications for the Odiorne Grants. The grants were established from a bequest from the late Elizabeth D. Odiorne of Brunswick. The Maine State Archives established a grant program to support archaeological work within Maine that has a relationship to archival material in accordance to the terms in the bequest. Grants are for one year and require that a final report be submitted at the end of the project no later than three months after the close of the grant period. Approved applications are kept on file until the final report is submitted.	Paper	4/4/2016	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
<hr/>								
Schedule #: 1999 73#:Odiorne Grants - Final Report								
These records are used in managing the applications for the Odiorne Grants. The grants were established from a bequest from the late Elizabeth D. Odiorne of Brunswick. The Maine State Archives established a grant program to support archaeological work within Maine that has a relationship to archival material in accordance to the terms in the bequest. Grants are for one year and require that a final report be submitted at the end of the project no later than three months after the close of the grant period.	Mixed	4/4/2016	Years	6	No Retention	0	Destroy	Current
<hr/>								
255A:Maine State Archives - Archives Services								
Schedule #: 305 0002#:Search Room Registration								
Daily registration of signatures of searchers using the Search Room.	Paper	2/18/1981	Years	1	No Retention	0	Destroy	Current
<hr/>								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 305 0003#:Reference Requests, Archives Services Division						
Inquiries addressed to Maine State Archives or referred from other agencies regarding requests for information from records held at the Archives. These include mail, email, telephone and in-person requests.	Mixed	1/26/2016	Years 1	Years 1	Destroy	Current
Schedule #: 305 0004#:Researcher Applications						
Application forms for researchers who have visited the Search Room. These forms include photocopies of drivers licenses and a signed acknowledgement that the researcher has read the Search Room policies.	Paper	1/26/2016	Years 1	Years 5	Destroy	Current
Schedule #: 305 0005#:Registry of Deed Receipts						
Signed forms for Registries of Deeds confirming receipt of film and the location of the film.	Paper	1/26/2016	Years 1	No Retention 0	Destroy	Current
Schedule #: 305 0006#:Researcher Renewals						
Signed forms from Research Cardholders acknowledging that they have reviewed the Search room policies when they renew their Research Cards. They will also contain current address.	Paper	1/26/2016	Years 1	Years 2	Destroy	Current
Schedule #: 305 0007#:Intern and Volunteer Files						
Records pertaining to interns and volunteers at the Maine State Archives, including application forms, confidentiality agreements and letters of reference.	Paper	1/26/2016	Years 2	No Retention 0	Destroy	Current
Schedule #: 1021 0031#:Search Room Daily Statistics Sheet						
To keep a record of the number of patrons, phone calls, microfilm, and other research materials or services rendered by the search room on a daily basis. Information is then used to compile monthly report. Retain one month.	Paper	1/29/1993	Retention of Less than 1 Year - See Description	No Retention 0	Destroy	Current
Schedule #: 1994 407:Gift Registry						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Registry of gifts to the Maine State Archives.	Mixed	4/4/2016	Permanent or Indefinite	0	No Retention	0 Archives Current
<hr/>						
Schedule #: 1994 408:Maine State Archives Gifts						
Materials donated to the Maine State Archives from outside of State agencies. These materials are given a gift number which can be used to trace the material back to the donor. The number should be included in all references to the material so as not to lose provenance.	Mixed	4/4/2016	Permanent or Indefinite	0	No Retention	0 Archives Current
<hr/>						
Schedule #: 1994 409:Deeds of Gift						
Forms signed by staff of the Maine State Archives and donors acknowledging the gift of records to the Archives.	Paper	4/4/2016	Permanent or Indefinite	0	No Retention	0 Archives Current
<hr/>						
Schedule #: 9999 0998#:Town Records Stored by Maine State Archives						
These are town records already in storage. Archives Services needs to create individual series for them when time permits. (Includes deorganized towns and plantations.)	Paper			0		0 Archives Current
<hr/>						
255R:Maine State Archives - Records Management Services						
Schedule #: 312 13#:Photoduplication Work Orders						
Form and 3 copies used to process orders for all copy work done by the photoduplication laboratory. Various copies retained in Search Room where orders are taken; in the Photolab; and in the Administrative Office.	Paper	12/14/1983	Years	2	No Retention	0 Destroy Current
<hr/>						
Schedule #: 334 15#:Application for Records Retention Schedule						
A retention schedule is a document listing all the titles of the records series (groupings of records that support similar business processes having related legal and operational retention requirements), length of time each document or record will be retained as an active record, the reason for its retention (administrative, legal, fiscal, and historical) and disposition agreed by the agency and Records Management. Included with the schedule application are the inventory form, samples and proper justification.	Paper	1/26/2016	Permanent or Indefinite	0	No Retention	0 Archives Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 334 16#:Application for Authorization for Records Center Use Cards/State Agency Records Officer Designation Form used by state agencies to apply for records center access and also to appoint Records Officers and Assistants. This form is also used to make corrections and removals.	Mixed	1/26/2016	Years 5	No Retention	0 Destroy	Current
Schedule #: 334 17#:Transmittal of Records and Continuation Sheet Authorization form required for state agencies to transfer records to the Records Center and Archives. Retention is counted from last box date listed on transmittal. Transmittals are kept permanently. Once eligible for disposition, this information is transferred with the dispositions, then retained as archival.	Paper	1/26/2016	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current
Schedule #: 334 18#:Request for Reference Service Former title: Reference Request.	Paper	8/15/2002	Years 2	No Retention	0 Destroy	Current
Schedule #: 334 19#:Records Center Disposition Notification Former title: Disposition Notification.	Paper	1/22/1989	Years 10	No Retention	0 Archives	Current
Schedule #: 1939 36A:County Registries of Deeds - Aroostook North The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents. While the Maine State Archives acts as the repository of these Aroostook North records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	9/8/2014	No Retention	0 Permanent or Indefinite	500 See Description	Current
Schedule #: 1939 36B:County Registries of Deeds - Aroostook South						

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Aroostook South records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	9/8/2014	No Retention	0	Permanent or Indefinite	500 See Description Current
<hr/>						
Schedule #: 1939 36C:County Registries of Deeds - Cumberland						
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Cumberland County records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	9/8/2014	No Retention	0	Permanent or Indefinite	500 See Description Current
<hr/>						
Schedule #: 1939 36D:County Registries of Deeds - Kennebec						
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Kennebec County records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	9/8/2014	No Retention	0	Permanent or Indefinite	500 See Description Current
<hr/>						
Schedule #: 1939 36E:County Registries of Deeds - York						

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these York County records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	9/8/2014	No Retention	0	Permanent or Indefinite	500 See Description Current
Schedule #: 1939 36F:County Registries of Deeds - Oxford East						
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Oxford East records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	12/8/2014	No Retention	0	Permanent or Indefinite	500 See Description Current
Schedule #: 1939 36G:County Registries of Deeds - Oxford West						
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Oxford West records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	12/8/2014	No Retention	0	Permanent or Indefinite	500 See Description Current
Schedule #: 1939 36H:County Registries of Deeds - Piscataquis						

Department Series Report

29: Secretary of State

Description		Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents. While the Maine State Archives acts as the repository of these Piscataquis records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).		Roll Microfilm	12/8/2014	No Retention	0	Permanent or Indefinite	500 See Description Current
Schedule #:	1939	36I:County Registries of Deeds - Somerset					
The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents. While the Maine State Archives acts as the repository of these Somerset records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).		Roll Microfilm	12/8/2014	No Retention	0	Permanent or Indefinite	500 See Description Current
Schedule #:	1939	36J:County Registries of Deeds - Franklin					
The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents. While the Maine State Archives acts as the repository of these Franklin records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).		Roll Microfilm	12/8/2014	No Retention	0	Permanent or Indefinite	500 See Description Current
Schedule #:	1939	36K:County Registries of Deeds - Penobscot					

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Penobscot records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	12/8/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
Schedule #: 1939 36L:County Registries of Deeds - Washington						
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Washington records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	12/8/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
Schedule #: 1939 36M:County Registries of Deeds - Hancock						
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Hancock records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	12/8/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
Schedule #: 1939 36N:County Registries of Deeds - Waldo						

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Waldo records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	12/8/2014	No Retention	0	Permanent or Indefinite	500 See Description Current
Schedule #: 1939 36O:County Registries of Deeds - Knox						
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Knox records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	12/8/2014	No Retention	0	Permanent or Indefinite	500 See Description Current
Schedule #: 1939 36Q:County Registries of Deeds - Androscoggin						
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Androscoggin records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	12/8/2014	No Retention	0	Permanent or Indefinite	500 See Description Current
Schedule #: 1939 36R:County Registries of Deeds - Sagadahoc						

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Sagadahoc records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	12/8/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1939 39P:County Registries of Deeds - Lincoln						
<p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Lincoln records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	12/8/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37A:Probate Court Records - Androscoggin County						
<p>The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Androscoggin records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p>	Roll Microfilm	12/24/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
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Schedule #: 1943 37B:Probate Court Records - Aroostook County North						

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Aroostook North records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37C:Probate Court Records - Aroostook County South						
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Aroostook South records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37D:Probate Court Records - Cumberland County						
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Cumberland records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37E:Probate Court Records - Franklin County						
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Franklin records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37F:Probate Court Records - Hancock County						

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Hancock records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37G:Probate Court Records - Kennebec County						
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Kennebec records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37H:Probate Court Records - Knox County						
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Knox records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 0	See Description	Current
<hr/>						
Schedule #: 1943 37I:Probate Court Records - Lincoln County						
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Lincoln records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37J:Probate Court Records - Oxford East						

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Oxford East records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37K:Probate Court Records - Oxford County West						
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Oxford West records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37L:Probate Court Records - Penobscot County						
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Penobscot records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37M:Probate Court Records - Piscataquis County						
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Piscataquis records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37N:Probate Court Records - Sagadahoc County						

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Sagadahoc records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37O:Probate Court Records - Waldo County						
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Waldo records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37P:Probate Court Records - Washington County						
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Washington records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37Q:Probate Court Records - York County						
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these York records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/30/2014	No Retention 0	Permanent or Indefinite 500	See Description	Current
<hr/>						
Schedule #: 1943 37R:Probate Court Records - Somerset County						

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Androscoggin records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).	Roll Microfilm	12/24/2014	No Retention	0	Permanent or Indefinite	500	See Description	Current
<hr/>								
Schedule #: 1995 40#:Alternative Repository Applications								
Institutions submit an application to the Maine State Archives to become an Alternative Repository. An institution must be approved by the Archives Advisory Board as a depository for local government records before a local government agency may deposit its records with the institution. An institution must be approved by the Archives Advisory Board to accept confidential records before a local government agency may deposit confidential records with the institution. The application shall be kept on file until the institution no longer serves as an alternative repository by the terms and conditions agreed upon.	Paper	4/4/2016	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
<hr/>								
Schedule #: 1996 41#:State General Schedule Records								
The general schedules provide retention and disposition authorizations for records commonly created and maintained by state agencies to support administrative, personnel, and fiscal activities. These records show schedule adoptions, authorizations and other significant records related to the formation of the State General Schedules.	Mixed	4/4/2016	Permanent or Indefinite	0	No Retention	0	Archives	Current
<hr/>								
Schedule #: 1998 42#:Records Management Policy Acknowledgement Receipts								
These are the records management policy acknowledgements signed by state employees on an annual basis. This information is frequently requested. Keep final version of excel spreadsheet once new policy is released.	Digital File	4/4/2016	Years	3	No Retention	0	Destroy	Current
<hr/>								